

VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NO. 07-90

POSITION: Voucher Examiner, 07-90, (PD Number: 70273000)

GRADE/SALARY: GS-0540-06 \$32,172.00 - \$41,823.00 per annum
GS-0540-05 \$28,862.00 - \$37,519.00 per annum

DUTY LOCATION: USPFO, Fort Pickett, VA

OPENING DATE: 20 April 2007 **CLOSING DATE:** 22 May 2007 (1700 hrs)

EMPLOYMENT STATUS: Excepted Service Male/Female Enlisted Personnel

WHO CAN APPLY:

GROUP I - All qualified enlisted personnel currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

GROUP II - All qualified Virginia Army and Air National Guard Enlisted Personnel, regardless of employment status (Traditional, Military Technician or AGR). To be considered as a Group II applicant, proof of enlistment in the Virginia National Guard must be attached if the enlistment occurred within 60 days prior to or during the advertisement period.

GROUP III - All personnel eligible for military membership in the Virginia National Guard.

MILITARY CRITERIA: Applicant must be qualified and eligible for award of a MOS as follows: CMF: 71 MOS: 42A, 42F, 42L, 44C, 92A, 92Y

MILITARY ASSIGNMENT: Applicant selected for this military technician position must occupy a military assignment in the Virginia Army National Guard that ensures proper grade, unit, and MOS prior to placement.

POINT OF CONTACT: LTC Robert Clarke, (434) 298-6171

QUALIFICATION REQUIREMENTS:

GENERAL - Clerical experience which demonstrates the applicant's ability to make arithmetic computations, to use regulatory material, and to communicate verbally and in writing.

SPECIALIZED: GS-06: Must have nine (9) months of experience which equipped the applicant with the following specialized experience to successfully perform the duties of the position, such as: analyzing documentation, applying regulations, and determining changes which affect retroactive and future payments; maintaining detailed interrelated numerical logs; making arithmetic review or carrying out arithmetic processes requiring some degree of analysis; speaking or writing on items of a complex nature with contacts outside the organization; experience which demonstrates a comprehensive knowledge of policies, procurement regulations, and contracts (standard and non-standard).

GS-05: Work experience listed on the application must show at least six (6) months of experience which equipped the applicant with the following specialized experience to successfully perform the duties of the position, such as: examining specific entries to ensure compliance with regulations, i.e., JTR, GAO decisions; experience in maintaining numerical logs; experience which required the applicant to use arithmetic processes with basic formulas or guidance; experience in communicating orally and in writing with contacts outside the organization to provide and request additional information; and experience in using procurement regulations.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) REQUIREMENTS: Applicants should prepare separate statements addressing all KSAs listed below. Explain any civilian/military work experience that supports each KSA. **The KSA's are NOT used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Ability to read, interpret, and analyze data.
2. Ability to maintain bookkeeping logs.
3. Skill in making arithmetic computations.
4. Ability to communicate verbally and in writing.
5. Knowledge of procedures/rules in processing of vouchers/transactions.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: High school graduate or the equivalent may be substituted for 3 months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e. 36 weeks of substantially full-time study or 30 semester hours, or the equivalent) for the first 12 months of the required experience. Applicant must submit transcripts, diplomas or other forms of completion certificates to provide verification of courses.

DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION 70273000: Conducts periodic audits of lower-graded employees travel vouchers as well as processing a wide variety of travel payments. Incumbent will review vouchers and supporting documents for accuracy, compliance with regulations, and entitlements. Conducts periodic audits of lower-graded employees commercial accounts vouchers as well as examine and compute payments in accordance with applicable statutory and regulatory guidelines. Provides customer support to military and civilian personnel, vendors and other outside agencies. Resolves disputes with vendors and travelers. Applies and tests internal control procedures to ensure timely and accurate processing of all payments (travel and

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commercial accounts). Monitors and identifies to the chain of command late documents including but not limited to receiving reports, charge card payments, invoices and contract modifications. Ensures the successful interface and/or connectivity between travel, commercial accounts and related fiscal accounting and orders systems. Process a variety of complex Permanent Change of Station (PCS) claims for civilian and military personnel.

REMARKS: Individuals selected at the lower level may be noncompetitively be promoted to higher level.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vanguardtechjobs@ng.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER. ANY GROUP II OR III APPLICANT SELECTED WILL BE REQUIRED TO COMPLETE A PREPLACEMENT MEDICAL SCREENING WHICH WILL BE PAID FOR BY THE AGENCY.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.neguard.com/HRO/otherjobs-linkspage.html>.

TPVA 07-90

DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer